

Tasking Memorandum No. 00-20

Memorandum For Commanders DCMDs, DCMC Contractor Purchasing System Review (CPSR) Site CAOs

Subject: CPSR Software Workshop

Date: October 20, 1999

Suspense Date: November 10, 1999

Target Audience: CPSR Analysts

New Information/Guidance Tools:

- This Tasking Memorandum is to provide notification that District funding has been allocated to conduct a CPSR Software Workshop that will introduce all CPSR analysts to the upgraded CPSR version 6.0 software. This upgraded software package is Y2K and Windows compliant and will be used to conduct all future CPSR studies. The workshop is scheduled for the week of January 10-14, 2000 at DCMC HQ Fort Belvoir, Virginia. CPSR Analysts are required to notify their District point of contact Mr. Ben Aban, 310-900-6544, baban@dcmdw.dla.mil or Mr. Al Rutledge, 617-753-4261, arutledge@dcmde.dla.mil, and provide name, pay grade, and social security number by November 10, 1999 to reserve their training slot and Fort Belvoir accommodations. Analysts must also confirm their billeting reservations with credit card by calling the Fort Belvoir Office not later than 1800 on date of arrival at 703-805-2005 or 1-800-295-9750. Fort Belvoir billeting is mandatory.
- A valuable benefit of training at DCMC Headquarters is the access to senior level policy-makers. Besides the software training, DCMC-OC, will cover CPSR policy rewrite into the new Supplier Risk Management format, the merger of CPSR and Consent to Subcontract Chapters, Commercial Item Determination Integrated Process Team results, and ongoing activities to promote electronic commerce in procurement.
- CPSR 6.0 represents a significant upgrade to the software currently in use. It is imperative that analysts perform the following two actions.
 - In attending the workshop analysts must be equipped with hardware capable of running this new software. Analysts will need access to a computer that is Y2K compliant and has Word 97 and Excel 97. They are required to bring their notebook computer to the workshop so the new software can be loaded and for workshop training.
 - CPSR 6.0 is not a big and complicated system, but it does have a very different look and feel from the current 10 year-old version. It has been designed to be compliant with Windows software and utilizes Microsoft's Word and Excel packages. Analysts will be expected to possess basic skills with Windows, Word and Excel. Most CPSR analysts already

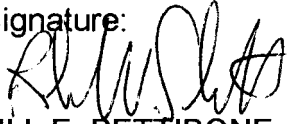
possess the basic skills required to use CPSR 6.0, but there may be a few that could use some basic training and/or review in one or more areas. It is recommended that those analysts consult with their local Training Coordinators.

- The following excerpt is from the DCMDE Workforce Development and Training Web Page <http://comptrng.dcmde.dla.mil/index.htm> and is included here to assist analysts in accessing DCMC Computer Based Training (CBT).
- Implementation of the Microsoft® products Computer Based Training curricula is finished and all of DCMC have access either via the LAN or WEB. Talk to your local POC and ask him/her to set up your desktop to get access to the server, located in Boston, loaded with the Information Technology (IT) and End-User (EU) courseware. Also, the remote (dial-in) user issues have been addressed by allowing them to access the courseware via the WEB. Although the link is not tied to any Home Page, as of yet, your local POC can give you assistance in getting access to the WEB version. The following are three of the many Microsoft courses available:
 - Introduction to PC's and Application Software - Course 12089
For new computer users, learn to: identify the basics of personal computer hardware components and software; use a mouse and perform simple tasks with Windows 95; identify the business purpose and basic features of popular application software products such as word processors, spreadsheets, databases, and e-mail; identify the multimedia features, components and standards for personal computing.
 - Microsoft Word 97 - Course 71021
Learn to: create and format basic Word documents such as letters, memos and envelopes; apply fonts, color and other visual effects; use paragraph formatting and tab setting options; insert page numbers, headers and footers; use editing features such as cut, copy and paste; use Word's spell checking, grammar checking and thesaurus features; create columns and tables; use styles and templates; print documents and manage files; create and modify outlines; create documents for Internet/Intranet use.
 - Microsoft Excel 97 - Course 71031
Learn to: enter text, numbers and formulas; insert, modify and delete rows and columns; use absolute and relative references; sort data; preview and print worksheets; format worksheet information; create and apply ranges; use Excel's built-in functions; create charts and use drawing capabilities; save spreadsheets in HTML format.

- PLAS codes to be charged are as follows: First and last day-Travel, Process Code 250 (use only if traveling). Tuesday, Wednesday and Thursday - Attend Classroom Training Process Code 217A.

Point of Contact for Further Information:
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